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**UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION**

Session 1961-62

Winter Term 1962

COURSE IN

**ADMINISTRATION
IN FOOD SERVICES**

Offered in co-operation with the
CANADIAN RESTAURANT ASSOCIATION
TORONTO AND DISTRICT BRANCH

ADMINISTRATION IN FOOD SERVICES

Tuesdays

8 Lectures

This course, a series of lectures dealing with basic principles of administration, is designed to stimulate thought and action among people holding executive or supervisory positions in the Food Service Industry.

Recognizing its broad responsibilities to the Canadian public, the Toronto and District Branch of the Canadian Restaurant Association, together with the Division of University Extension, has developed this short course in administration.

Enrolment will be limited.

COURSE CHAIRMAN

Mr. Rodney Craham
Aero Caterers

Educational Committee

Mr. Gen. Brukydis, Chairman
Mr. Maurice Prior
Mr. Bruce Bellinger

PLACE: Room 2034, Wallberg Building
(corner St. George and College Streets)

TIME: 8:00 p.m., beginning January 9th

FEE: \$15.00

Registration

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Application forms may be obtained by writing The Director, University Extension, 65 St. George Street, or by telephoning Walnut 3-6611, locals 301, 307.

PROGRAMME

January 9th

METHODS AND PLANNING

LECTURER: Mr. Wm. Lmucks
Hydro Electric Power Commission

January 16th

WRITTEN COMMUNICATIONS IN BUSINESS

LECTURER: Mr. Rennie Charles

January 23rd

CONTROL

Quality Food: establishing and organizing to accomplish objectives.

LECTURER: Dr. Barbara A. McLaren,
Director,
Faculty of Household Science

January 30th

THE HIGH COST OF LEARNING

An analysis of employee learning costs and methods for pinpointing training needs.

February 6th

JOB INSTRUCTION TRAINING

Practical training methods for improved performance.

February 13th

TRAINING FOR CHANCE

How to maintain morale and productivity during changes in work methods.

February 20th

SUPERVISORY DEVELOPMENT

Planning and conducting training programmes for Supervisors.

LECTURER: Mr. J. Sukliff,
Canadian General Electric Co. Ltd.

February 27th

FINANCIAL CONTROLS

LECTURERS: Mr. D. Mundell,
Canadian Dominion Leasing Corp.